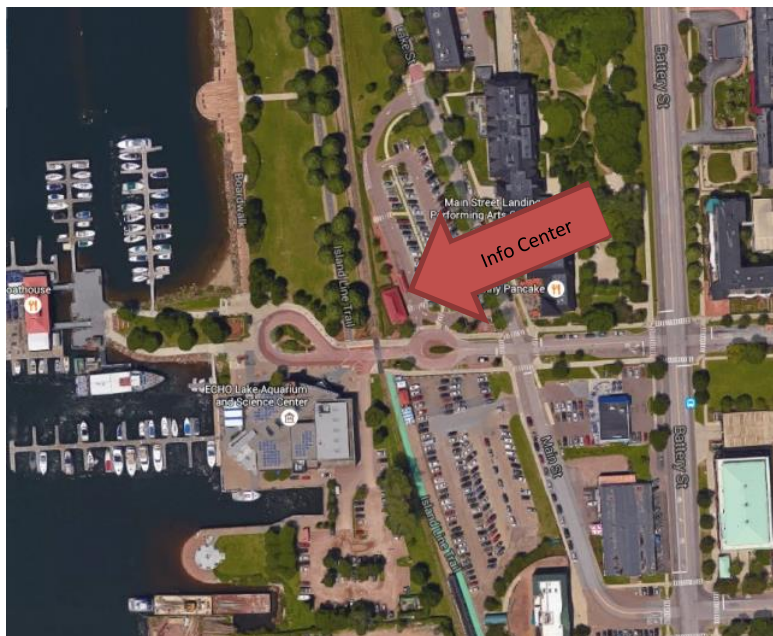

REQUEST FOR PROPOSALS

Date: December 16, 2015
To: Interested Vendors
From: City of Burlington Department of Parks, Recreation & Waterfront
Re: Information Center Building – Information Services

I. LOCATION

Burlington Waterfront, Pease Parking Lot, Lower College St, Burlington, VT 05401

The Information Center Building is located within the heart of Burlington’s beautiful waterfront. The building is uniquely located between the edge of Waterfront Park and the primary parking access for the waterfront. The location affords the opportunity to be one of the first touchpoints for visitors to our acclaimed waterfront.



Information Center Building – Entry from College Street

II. SCOPE OF RENTALS

The Department of Parks, Recreation & Waterfront requests proposals from interested parties for a two (2) year service contract to provide information distribution at the Information Center Building. Information dissemination includes literature distribution, static and media displays, and in-person

visitor inquiries for the purpose of promoting the Waterfront, Burlington and the Lake Champlain region. Brochure distribution at the Boathouse and North Beach is also required.

In addition, other services are required as part of the agreement. Light cleaning of the building and restrooms, as well as moderate training of the parking system to ensure all visitors have a pleasant experience on our Waterfront is required. The winning proposals will be customer-service and team oriented.

III. DESCRIPTION OF CURRENT CONDITIONS

Information Center Building - is a seasonal space located on lower College Street, just west of the intersection of Lake Street in Burlington. The space is located in the center of the building and contains a reception desk, display counters and floor display space. The entrance is located on the east side of the building, adjacent to the parking area. Public restrooms occupy the other sections of the building.

The chosen company shall have the right to use all amenities now on the premises. The City will provide normal and regular maintenance of such equipment. However, the chosen shall be responsible to the City for any damage or loss caused to such equipment by the negligence or willful misconduct on the part of its employees or agents and will provide daily and post-season cleaning of all equipment.

The Information Center will have minimum daily hours of operation from 10:00am - 8:00pm, starting the Saturday preceding Memorial Day through Labor Day unless otherwise agreed. Upon notification and approval, modified schedules are permissible in the 'shoulder' seasons.

The City intends to guarantee one business for the next two (2) summer seasons at the Waterfront Information Center. All additional equipment necessary shall be the responsibility of the concessionaire to provide.

Please note: Any desired temporary or permanent improvement(s) made to the facility by the proposer shall meet Department and/or City requirements, and shall be at the proposer's expense. All permanent improvement(s) require Department approval and will become the property of the Department.

IV. RENTAL SCHEDULE

The Waterfront Information Center's annual seasonal schedule is from the Saturday preceding Memorial Day through Labor Day. A rental schedule outside of this schedule is permissible and recommended.

V. LIMITATION OF LIABILITY

The City of Burlington assumes no responsibility for costs incurred by respondents to this RFP (further request for interviews, additional data, etc prior to the execution of an Agreement).

VI. CITY OF BURLINGTON REQUIREMENTS

Proposers are advised that contracts in excess of \$15,000 (for any 12 month time period for LW) are subject to the Minority and Women's Business Enterprises Procurement requirements, and the Livable Wage Ordinance. Contracts in excess of \$50,000.00 are, in addition, subject to the requirements of the Women in Trades Program Compliance guidelines.

VII. PUBLIC RECORDS POLICY

Due regard will be given for the protection of proprietary information contained in all proposals received; however, vendors should be aware that all materials associated with the procurement are subject to the terms of the Vermont Access to Public Records Act (1.V.S.A. Ch. 5, Subchapter 3) and all rules, regulations and interpretations resulting there from, including those from the Board, the office of the Attorney General of the State of Vermont, and the office of the Vermont Secretary of State, and any other applicable rules, regulations or judicial decisions regarding access to the records of government.

VIII. COMPENSATION

Proposals outlining compensation or promotion to the City will be ranked higher than those not offering compensation. Allowable revenue streams are ATM's, advertising (digital and paper), brochure distribution, and vending machines.

IX. PROPOSAL FORMAT AND REQUIREMENTS

Proposers shall provide the following information relative to their firms. Similar information must be provided for each sub-consultant or each member of a joint venture.

- Business name and business address, including telephone number and email contact.
- Year established. Include former business names and year established, if applicable.
- Identify the state in which the business was organized or incorporated.
- Type of ownership, and name and location of parent company and subsidiaries, if any.
- A description of the business' general qualifications, including experience with similar types of operations.

- Letter of transmittal and three copies of the proposal.
- Three letters of recommendation.
- A list of any improvements planned to the facility. (Not required, but please list any relevant plans if applicable)
- Compensation package, this can include a mix of direct compensation and advertising and promotional agreements.
- The proposal should not exceed 20 single sided pages.

X. BID SCHEDULE & CONTACT INFORMATION

The Department will select a proposal, in accordance with the City's Procurement Policy, through a competitive review & selection based on the following:

- evaluate experience in prior concession operations
- clarity of proposal/skills/expertise
- compensation to the Department (or Cost/Value)
- understanding/knowledge of local area
- completeness of proposal

Proposals should be submitted via email to Erin Moreau, Waterfront Manager, Department of Parks, Recreation & Waterfront, emoreau@burlingtonvt.gov.

Please submit all final proposals by 4:00 p.m. January 14, 2016. Questions concerning this RFP should be directed to Erin Moreau and received by January 5, 2016. All answers to questions (all names withheld) will be publicly posted on our website, www.enjoyburlington.com for all interested parties to see.